

# FUTURE WE WANT

## MODEL UNITED NATIONS CONFERENCE



Future We Want  
A Global Initiative For Young Leaders



# DELEGATE PREPARATION GUIDE

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**Future We Want**  
Model United Nations

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# 1. GENERAL RULES

## 1.1. LANGUAGE

English is the official language of the Future We Want Model United Nations. A delegate wishing to speak in an official language where simultaneous interpretation is not provided will be required to provide her or his own interpretation.

## 1.2. DIPLOMATIC COURTESY

During formal sessions, all delegates are requested to exercise diplomatic courtesy while addressing other delegates, the Chairs, the members of the Secretariat and/or the members of the staff. All delegates represent countries in the committee and disrespectful attitude constitutes an insult towards an entire nation they represent.

The dais reserve the right to address diplomatic warnings towards the delegates who do not follow the aforementioned guidelines and the rules of procedure and take appropriate measures such as temporarily limiting the speaking rights of the delegate in



breach of Rules or even temporarily suspending such a delegate from the session.

## 1.3. ETIQUETTE DURING SPEECHES

All speeches during the committee sessions need to be delivered in formal language. Typically, delegates will start by thanking the Chair(s) and dais members for being granted the floor to speak, before moving on to provide

the speech. They must also refer to themselves in the third person. This is because making statements in the 1st person singular (e.g. using words - “I” or “me”) would imply that it is the speaker’s personal opinion, which it is not during the committee sessions. They represent their country, their government specifically. They will therefore refer to themselves by the name of their assigned country (speaking in 1st person plural, e.g. using the word - “we”, is in order; or speaking in 3rd person singular, e.g. The People’s Republic of China believes that [...]). The same applies to addressing fellow Delegates (e.g. The United States of America does not agree with Chile. Addressing fellow Delegates directly is not allowed, e.g. The United States of America does not agree with you/him).

#### **1.4. THE COMMITTEE DAIS**

The Committee Dais consists of the Committee Chairs. Each committee session will be announced open and closed by the Chairs, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chair, subject to these rules, will have complete



control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Chairs may choose to suspend the session in order to clarify a certain substantive or

procedural issue. The Chairs also have the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chairs. In the exercise of these functions, the Dais will be at all times subject to these rules and responsible to the Secretary-General.

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### **1.5. INTERPRETATION OF THE RULES**

The Chairpersons, the Under-Secretary-General for Committee Management and the Secretary-General reserve the right to provide binding interpretation of the Rules of Procedure. The interpretation by the Secretary-General shall prevail. A rule of procedure may be amended, and/or a new rule of procedure may be introduced on the motion of the Chairpersons of the given Committee and upon the consent of the Secretary-General.

### **1.6. PARTICIPATION OF NON-MEMBERS**

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Secretary-General.

### **1.7. ELECTRONIC AIDS**

Delegates are permitted to use any type of electronic device, including laptops, phones, etc., in the committee room when the committee is in session. All laptop use must be relevant to the work of the committee. The Chair may forbid the use of electronic dictionaries at her or his discretion.

## ***2. NOTE-PASSING***

During sessions, delegates and chairpersons may pass notes to one another while in formal debate or moderated caucus. Notes can be used for questions, asking support or coordinating negotiation strategies. During sessions there may be note-passers present to deliver the notes to the addressee(s). Note-passing shall be strictly for diplomatic purposes only. The Chairpersons reserve the right to read notes or suspend note-passing when they deem it necessary. It is prudent to keep the note passing to a minimum so as to not disturb formal sessions. Electronic note-passing is highly encouraged.

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## **3. PARLIAMENTARY PROCEDURE**

### **3.1. QUORUM**

During the first session of the Conference, the chairs shall establish the number of the present delegations. This established number shall be the reference point for establishing quorum at further stages of the debate.

The debate in any Committee may not start unless at least one fourth of the Committee's Delegates number (as established during the first session of the Conference) are present in the Committee room. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

### **3.2. PRESENCE AND ROLL CALL**

Usually, the first order of business is to do the roll call. A member is deemed present when they have declared their presence during a roll call. If a member joins the session or leaves the committee room without the Chairperson's consent, such a member has to submit a note to the chairpersons stating their presence. Otherwise, even if physically present in the committee room such a delegation is deemed absent and may neither speak nor raise points and motions in the debate.



When a roll-call is being conducted the Chairperson call upon each Delegate in English alphabetical order of their assigned country. When called upon, each delegate shall raise their placards and state either of the 2 following:



- “Present”: countries declared “present” may abstain on any substantive vote.
- “Present and Voting”: Delegations who stated “Present and Voting” may not abstain during voting on substantial matters. If decided to be present and voting during one session, this preference cannot be changed in the following sessions.

### **3.3. AGENDA**

The second order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda. If the committee has only one topic area, the agenda is automatically adopted. To set the agenda:

- A motion should be made to set the agenda to one of the committee’s topic areas as stated in the committee background guide.
- Two speakers’ lists will be established: one in favour of the motion, and one opposed to the motion and in favour of the other topic. The committee will hear alternating speakers from these lists. No motions for moderated or unmoderated caucuses are permitted during this time. There will be an equal number of speeches from each list.
- A motion to close debate will be in order after the committee has heard at least two speakers for the motion and two against, or when one of the speakers’ lists is exhausted. The chair will recognize two speakers against the motion to close debate (if any delegate opposes closing said debate), and a two-thirds majority is required for closure of debate on the agenda.
- When debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other Topic Area will automatically be placed before the committee.
- When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
- In the event of an international crisis or emergency, the Secretary-General may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances and only after approval by the Secretary-General, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has



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been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General.

### **3.4. DEBATE**

After the agenda has been determined, one continuously open general speakers' list (GSL) will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.

### **3.5. UNMODERATED CAUCUS**



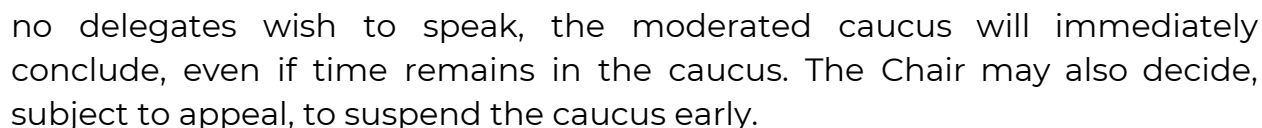
An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the

caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The dais may rule the motion dilatory and its decision is not subject to appeal. The chair may prematurely end an unmoderated caucus if the chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

### **3.6. MODERATED CAUCUS**

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. A motion for a moderated caucus is in

If the motion passes, the Chair will call on delegates to speak at her or his discretion for the stipulated time. There will be no speakers list. Delegates can signal their willingness to speak at the end of every speech by raising their placards. All actions and speeches from the committee members and the dais will be counted towards the total duration of the caucus. If



When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chairs may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chairs may recognize up to two speakers against the motion. There will be no speakers in favour of the motion.

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### **3.8. SUSPENSION OR ADJOURNMENT OF THE MEETING**

Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting, or for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. A motion to adjourn will not be in order until three quarters of the time scheduled for the last session have elapsed. The Chairs may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

### **3.9. POSTPONEMENT AND RESUMPTION OF DEBATE (TABLING)**

Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favour and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favour and two opposed. Resumption of debate will cancel the effects of postponement of debate.

## ***4. SPEECHES***

### **4.1. GENERAL SPEAKERS’ LIST**

The committee will have an open general speakers’ list for the topic area being discussed. Separate speakers’ lists will be established as needed for motions to set the agenda and debate on amendments. A delegation present may add its name to the speakers’ list by submitting a request in writing to the dais, provided that delegation is not already on the speakers’ list and may similarly remove their name from the list by a similar request in writing. At their discretion (usually only when a new speakers’ list is opened) the Chairs may solicit members to be added to the speakers’ list by raising their placard.

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The speakers' list for the second Topic Area will not be open until the committee has proceeded to that topic.

## **4.2. SPEECHES**

No delegate may address a session without having previously obtained the permission of the Chairs. The Chairs may call a speaker to order if her or his remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

## **4.3. SPEAKING TIME**

When any speakers' list is opened, the speaking time is automatically set to one minute. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

## **4.4. YIELDS**

A delegate granted the right to speak from a general speakers' list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais. This applies only for speeches on the speaker's list and not on speeches during moderated caucuses or any other speakers list.

- Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a co-delegate is not considered a yield.
- Yield to questions: Delegates will be selected by the Chairs and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chairs. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish her or his speech to be subject to comments. The Chairs will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
- Yields are in order only on substantive speeches and not during moderated caucus.

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#### **4.5. RIGHT OF REPLY**

A delegate whose national integrity has been impugned by another delegate may request in writing a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chairs. There is no Right of Reply during a moderated caucus or during voting procedures.

## **5. POINTS**

#### **5.1. POINT OF PERSONAL PRIVILEGE**

Whenever a delegate experiences personal discomfort which impairs her or his ability to participate in the proceedings, she or he may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

#### **5.2. POINT OF ORDER**



During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chairs in accordance with these Rules of Procedure. The Chairs may rule out of order those points that are dilatory or improper; such a

decision can be appealed only if approved by the Secretary-General. A representative rising to a point of order may not speak on the substance of the matter under discussion. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.



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### **5.3. POINT OF PARLIAMENTARY INQUIRY**

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chairs a question regarding the Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point but should rather approach the committee staff at an appropriate time.

## **6. SUBSTANTIVE MATTERS**

### **6.1. WORKING PAPERS**

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chair



but do require the signature of the Chair to be copied and distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval. No document may be referred to as a “working paper” until it has been introduced.

### **6.2. RESOLUTIONS**

A draft resolution may be introduced when it receives the approval of the Chairs and is signed by 20 members in the General Assembly, 10 members in the Economic and Social Council and Regional Bodies, or 5 members in the Specialized Agencies. The number of required signatories for a draft resolution is subject to modification by the Committee Chair. Signing a draft resolution does not mean support for the draft resolution, and the signatory

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has therefore no further obligations. Draft resolutions must have at least one sponsor and maximum ten. Signatories should be listed in alphabetical order on every draft resolution. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per topic area. After a draft resolution is passed, voting procedure will end and the Committee will move directly into the next topic.

### **6.3. INTRODUCING A DRAFT RESOLUTION**

Once a draft resolution has been approved as stipulated above and has been copied and distributed, delegates may move to introduce the draft resolution. The Chair, time permitting, may read the operative clauses of the draft resolution and may answer any clarifying points on the draft resolution. Alternatively, the Chair may recognize a certain number of delegates (at the Chair's discretion) to come forward to read out the resolution and answer non-substantive clarification points on the resolution to which they were signatories. Any substantive points will be ruled out of order during this period, and the Chair may end this 'clarifying question-answer period' for any reason, including time constraints. In addition, the Chair may also allow for an informal presentation of the resolutions. No document may be referred to as a "draft resolution" until it has been introduced.

A procedural vote is then taken to determine whether the resolution shall be introduced. Should the motion receive the simple majority required to pass, the draft resolution will be considered introduced and on the floor. More than one draft resolution may be on the floor at any one time. A draft resolution will remain on the floor until debate on that specific draft resolution is postponed or a Resolution on that Topic Area has been passed. Debate on draft resolutions proceeds according to the general Speakers List for that Topic Area, and delegates may refer to the draft resolution by its designated number. No delegate may refer to a draft resolution until it is formally introduced.

### **6.4. AMENDMENTS**

Delegates may amend any resolution that has been introduced. An amendment must have the approval of the Chair and the signatures of 12 members in the General Assembly, 4 members in the Economic and Social Council & Regional Bodies, and 3 members in the Security Council and Historical Security Council. Amendments to amendments are out of order;



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however, an amended part of a resolution may be further amended. There are no official sponsors of amendments and all amendments on the floor must be debated and voted upon. There are also two types of amendments: friendly amendments and unfriendly amendments. Friendly amendments are agreed upon by the draft resolution sponsors, and require the signature of the sponsors. Amendments that are not agreed upon by the sponsors are unfriendly amendments, and require the voting of the committee.

- An approved amendment may be introduced when the floor is open. Friendly amendments are announced and the change is immediately made. For unfriendly amendments, general debate will be suspended, and two speakers' lists will be established, one for and one against the amendment. Debate will alternate between each list.
- A motion to close debate will be in order after the committee has heard two speakers for the motion and two against, or when one of the speakers' lists is exhausted. In accordance with the normal procedure of closing debate, the chair will recognize two speakers against the motion to close debate, and a two-thirds majority is required for closure of debate.
- When debate is closed on the amendment, the committee will move to an immediate vote. Votes on amendments are substantive votes. After the vote, debate will return to the general speakers' list.

## **7. VOTING**

When a motion for closure of the debate passes or the Speaker's List lapses, the Committee shall enter into the voting procedure. All the introduced Unfriendly Amendments and Draft Resolutions shall be put to vote.

### **7.1. PROCEDURAL VOTING**

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee, including representatives of Accredited Observers and of NGOs must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more "Yes" votes than "No" votes. A two-thirds vote will require at least twice as many "Yes" votes than

“No” votes. If there is not the required number of speakers for or against a motion, the motion will automatically fail or pass.

## **7.2. SUBSTANTIVE VOTING**

Substantive voting includes voting on draft resolutions and unfriendly amendments. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this time, the chambers are sealed, and no interruptions will be allowed. The only motions and points that will be in order are: Division of the Question, Reordering



Draft Resolutions, Motion to Vote by Acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order.

If there are no such motions, the Committee will vote on all draft resolutions. For substantive voting, each member will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast. A simple majority requires more “Yes” votes than “No” votes (i.e. more countries voting in the affirmative than the negative); a two-thirds majority requires twice as many “Yes” votes as “No” votes. Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area.

In the Security Council, the five permanent members have the power to veto any substantive vote. A “No” vote by one of the five permanent members in the Security Council is considered a veto.

NGOs, Observer Nations, and Third-Party Actors will not be able to vote on draft resolutions and/or amendments.

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### **7.3. REORDERING RESOLUTIONS**

The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order. Once such a motion has been made, the Chairs will accept alternative proposals for ordering. This motion takes precedence over a motion to divide the question on a resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded, and resolutions will be voted on in that order.

### **7.4. DIVISION OF THE QUESTION**

After debate on a topic area or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against. This motion requires a simple majority to pass:

- If the motion passes, the Chairs will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Chairs will arrange them from most severe to least, and each will be voted on, in that order. If no division passes, the resolution or amendment remains intact.
- If any proposal passes, all other proposals are discarded, and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution, which must then be voted upon under regular Rules of Procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

## 7.5. ROLL CALL VOTING

After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The decision of the chair whether to accept the motion for a roll call vote may not be appealed. Such a motion may be made from the floor and



must be seconded by twenty-five members in General Assembly committees and eight members in Economic and Social Council & Regional Bodies committees. All substantive votes are roll call votes in the Security Council and Historical Security Council. Voting will be at the discretion of the Chairs in all other committees.

- In a roll call vote, the Chairs will call all countries noted by the dais to be in attendance in alphabetical order starting with a randomly selected member.
- In the first sequence, delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights."
- A delegate may only request the right of explanation if her or his vote appears to constitute a divergence from her or his country's policy and if she or he votes "Yes with rights" or "No with rights" in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.
- A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. The same delegate may not request the right of explanation during the second round.
- The Chairs will then announce the outcome of the vote.

Briefly reminding that the Quorum needs  $\frac{1}{4}$  of the committee members to be present. Points do not require majority to pass. In fact, the only motions

requiring a  $\frac{2}{3}$  majority are the ones regarding the closure and the tabling of the debate.

Reminding one more time that a roll call vote, in resolution adopting stage, needs to be seconded by 25 members in the General Assembly Committees and 8 in the Economic and Social Council & Regional Bodies. Lastly, for a working paper to be considered and introduced on the floor 20 signatories are required for the General Assembly, 10 for ECOSOC & Regional Bodies and 5 for the Specialized Agencies. The respective number for amendments is 12 signatories for the GA, 4 and 3 respectively. This can also be seen in the following index.

## **8. PRECEDENCE OF MOTIONS**

1. Points:
  - a. Point of Personal Privilege,
  - b. Point of Order,
  - c. Point of Parliamentary Inquiry;
2. Adjournment of the Meeting;
3. Suspension of the Meeting;
4. Unmoderated Caucus;
5. Moderated Caucus. If there is more than one motion for a moderated caucus they will be voted upon according to:
  - a. The longer the total duration, the higher the precedence,
  - b. In case of equal duration, the longer individual speakers time, the higher the precedence,
  - c. At the discretion of the chair, other orders of precedence may be applicable;
6. Introduction of Draft Resolution;
7. Introduction of an Amendment;
8. Postponement of Debate;
9. Resumption of Debate;
10. Closure of Debate.

At the start of voting procedure, the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege;
2. Point of Order;

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3. Point of Parliamentary Inquiry;
  4. Reordering Draft Resolutions;
  5. Division of the Question;
  6. Motion for a Roll Call Vote.

## ***9. SPECIAL RULE REGARDING VOTING PROCEDURE FOR THE COMMISSION ON CRIME PREVENTION AND CRIMINAL JUSTICE***

For the Commission on Crime Prevention and Criminal Justice, functional commission of the Economic and Social Council, the predominant method of approval is consensus. Therefore, rules from 6.3 to 7.5 included, are not in used for the functional commission.

As soon as a draft resolution has been introduced and approved by the chairs, the committee shall discuss and adopt the introduced document following this procedure:

- Delegations will be divided to their United Nations Regional Group based on which they will have to negotiate all draft resolutions.
- Each group appoints two representatives; one responsible to introduce parts of the draft document, and another, responsible to express objections of any type its group may have. Objections can be expressed after individual clauses or series of clauses.
- Then a series of informal negotiations between the delegations will begin in order to alleviate the newly appeared differences. Informal negotiations shall not exceed ten minutes, with extension only possible at the discretion of the chairs.
- Those two steps shall be repeated as many times as necessary to reach consensus on the draft document.

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- Formatting issues can be automatically resolved by the chairs unless a delegation considers them to be of substantial nature.
  - The final document will then be put in front of the committee and the chairs will have to ask whether the room wishes to adopt it by consensus.



## CONTACT:

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